

Commercial/Multi-Family Residential Zoning Variation



Step 1: Plan Check

Please submit 1 digital copy of each of the following via email to arepp@glenview.il.us for staff for review. Staff will contact you with review comments within 5 business days of receiving your application.

- Residential Zoning Variation Application
- Application Fee (\$200 + Public Notice Publication Costs)
- Site Data Table
- Zoning Variation Questions
- Existing plat of survey
- Proposed site plan with requested variation denoted (*i.e. hatched area on site plan*)
- All 4 existing building elevations
- All 4 proposed building elevations
- Existing floor plan layouts
- Proposed floor plan layouts
- List of current tenants with sq. footage, # of employees, & # of seats (if applicable)
- Additional Information in support of the variation (*e.g. photos, fence samples, petitions, etc.*)

Staff will review the application materials and provide a written response of required revisions to the Plat of Subdivision document. Staff will also provide necessary information for payment of fee.

Step 2: Correction and Final Exhibit(s) Submittal

Once revisions are made, email one (1) digital copy (.PDF format is preferred) of each altered document to arepp@glenview.il.us Staff will confirm all necessary revisions have been made. If additional revisions are required, staff will provide additional comments.

Step 3: Public Notice Period

Staff will prepare the necessary public notice materials, publish a notice in a local newspaper, send mailers to neighboring properties and post a sign in the yard of the property.

Step 4: Zoning Board of Appeals Meeting:

Staff will prepare a report to the Zoning Board of Appeals which is distributed, along with your application materials, the week before the scheduled meeting date. A representative from the project is required to attend the meeting and will be required to provide testimony and respond to inquiries from the Zoning Board of Appeals. A recommendation on the variation request will be forwarded to the Board of Trustees for final consideration.

2021 ZBA Calendar

Final Exhibit Deadline	ZBA Meeting
12/4	1/4
1/4	2/1
1/29	3/1
2/12	3/15
3/5	4/5
3/19	4/19
4/2	5/3
4/16	5/17
5/7	6/7
5/21	6/21
6/18	7/19
7/2	8/2
7/16	8/16
8/20	9/20
9/3	10/4
9/17	10/18
10/1	11/1
10/15	11/15
11/12	12/13

Community Development Department
 Phone: (847) 904-4309
 Email: arepp@glenview.il.us



COMMERCIAL AND MULTI-FAMILY ZONING VARIATION APPLICATION

Applicant Information

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____ Fax: _____

Project Information

Project Name: _____

Project Address: _____

Property Owner Information (if different than Applicant)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____ Fax: _____

Project Manager Information

The person listed as the Project Manager will be the primary point of contact for staff to answer any necessary questions, provide additional information, and will receive copies of the meeting materials (agenda and staff memo).

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____ Fax: _____

Disclosure

As the undersigned, I hereby attest that I have full legal authorization to file this application. I certify that the information and exhibits submitted herewith are true and correct. I agree to be bound by conditions of approval which may result from the Village's consideration of my application while reserving my right to oppose or present evidence to object to any proposed condition during any hearing regarding this or a related application. I authorize the Village to make any plans associated with this petition available for public view including posting of plans to the Village's website. I hereby acknowledge my understanding that no building permits will be issued by the Village of Glenview until all related reviews have been completed and all approvals have been granted and an executed final subdivision of Mylar has been submitted for recording, if applicable.

Signature of Applicant: _____

Signature of Property Owner: _____

Signature of Project Manager: _____

The Village of Glenview

This application must be completed in full by the applicant or their appointed agent.

Applicant's interest in property (sole owner, co-owner, lessee, contract purchaser, etc.): _____

Please Identity the Variation(s) applied for:

Front Yard Setback Rear Yard Setback Side Yard Setback FAR Lot Coveragee Sign Height

Other: _____

Describe the proposed variation request compared to the regulations required by the Glenview Zoning Ordinance:

Site Data Evaluation (all measurements must be provided to the hundredth decimal foot):

Principle Residence or Structure	Existing	Proposed	Permitted
Lot Size	sq. ft.	sq. ft.	sq. ft.
Floor Area Ratio	sq. ft.	sq. ft.	sq. ft.
Front Yard Setback	ft.	ft.	ft.
Rear Yard Setback	ft.	ft.	ft.
Side Yards Setbacks	ft. / ft.	ft. / ft.	ft. / ft.
Maximum Building Height	ft.	ft.	ft.
Building Lot Coverage	sq. ft.	sq. ft.	sq. ft.
Parking Stalls	stalls	stalls	stalls
Loading Berths	berths	berths	berths
Accessory Structure(s)	Existing	Proposed	Permitted
Structure Height (if applicable)	ft.	ft.	ft.
Structure Area (if applicable)	sq. ft.	sq. ft.	sq. ft.
Rear Yard Setback	ft.	ft.	ft.
Side Yards Setbacks	ft. / ft.	ft. / ft.	ft. / ft.
Fences	Existing	Proposed	Permitted
Fence Height (if applicable)	ft.	ft.	ft.
Fence Material (if applicable)			
Signage	Existing	Proposed	Permitted
Sign Height (if applicable)	ft.	ft.	ft.
Sign Area (if applicable)	sq. ft.	sq. ft.	sq. ft.
Sign Setback (if applicable)	ft.	ft.	ft.
Front Yard Setback	ft.	ft.	ft.
Side Yards Setbacks	ft. / ft.	ft. / ft.	ft. / ft.

VARIATION STANDARDS:

- 1.) The board shall not vary the regulations of this chapter, as authorized by subsection (d) of this section, unless it shall make a finding of fact, based upon the evidence as presented to it in each specific case, that the:
 - a. Particular physical surroundings, shape or topographical condition of the specific property involved would result in a **practical difficulty** or **hardship** upon or for the owner, lessee or occupant, **as distinguished from a personal inconvenience**, if the strict letter of the regulation were carried out.
 - b. Conditions upon which the petition for a variation is based are **unique** and would **not be generally applicable to other property within the same zoning classification**.
 - c. Alleged difficulty or hardship has **not been created by any person presently having an interest in the property**.
 - d. Granting of the variation will **not be materially detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located**.
 - e. Proposed variation will **not impair an adequate supply of light and air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire or endanger the public safety**.
 - f. Variation, if granted, will **not alter the essential character of the locality**.
- 2.) If all of the standards set forth in subsection (c)(1) of this section cannot be met, yet an identifiable overriding public benefit can be realized by the granting of the requested variation, the zoning board of appeals shall forward a written recommendation, including a specific finding of fact of overriding public benefit, to the board of trustees for final disposition.
- 3.) The board may impose such conditions and restrictions upon the premises benefited by a variation as may be necessary to comply with the standards set forth in this subsection (c) to reduce or minimize the injurious effect of such variation upon other property in the neighborhood, and better to carry out the general intent of this chapter.

EVIDENCE AND VOTES NECESSARY FOR APPROVAL OF A VARIATION:

An applicant must present evidence by which their petition for variation meets each of the above variation standards. In the event that the Zoning Board of Appeals finds that a petition fails to meet any one (1) of the six (6) variation standards, the petition will be denied. In order for a variation to be granted, a positive/supporting vote is needed from any combination of four (4) members of the Zoning Board of Appeals.

VARIANCE QUESTIONS:

Section 98-47(c) of the Village of Glenview Zoning Ordinance requires that certain conditions must exist before the Zoning Board of Appeals (“ZBA”) may grant a variation. Your responses to the items set forth below should address these conditions and provide the basis by which the ZBA will evaluate your application. Therefore, answers to the following items must be as complete and detailed as possible. Please feel free to prepare responses separately on additional pages if necessary.

PLEASE NOTE: “Yes” and “No” answers are not acceptable. Any application that does not contain detailed answers to ALL questions will not be scheduled for the ZBA until the questions have been answered sufficiently.

Please explain all answers in detail.

1. Briefly explain the extents of the improvement(s) currently proposed and itemize each zoning variation that is requested.

2. Explain how the enforcement of the applicable zoning requirement(s) for which relief is currently requested to the proposed conditions would create a **hardship** or **practical difficulty**. Examples of hardships or practical difficulties include the following:
 - the subject property’s physical surroundings including but not limited to proximity of proposed improvements to adjacent properties and improvements, compatibility of adjacent land uses, attempts to preserve existing mature/quality trees, etc.;
 - an irregular lot shape, multiple lot frontages, topography, drainage patterns, etc.;
 - potential impacts upon adjacent properties would be greater if development was pursued in accordance with the ordinance than the alternative requested;
 - the history or chronology of the existing improvements upon the subject property; and/or
 - other similar conditions which demonstrate a hardship or practical difficulty.

PLEASE NOTE: The alleged hardship or practical difficulty should not originate from a personal need of the present user(s) or occupant(s) of the property, but should instead arise from the condition(s) of the property or improvements, or from the application of the ordinance requirements to the situation.

3. Explain how the existing conditions and factors creating the need for relief from the zoning ordinance are **unique**. The evidence provided should identify how the factors identified are unusual due to unique site conditions or circumstances, and demonstrate how these site conditions or circumstances would not be generally applicable to other lots subject to the same zoning regulations.
4. Identify the characteristics of your plan which demonstrate how the granting of your requested variation(s) would not create **impacts upon adjacent property owners** or other properties in the vicinity. Your response should address any potential impacts on each of the following criteria:
- the supply of light and air to neighboring properties;
 - traffic and congestion on nearby public streets;
 - public safety, such as increased risk of fire or other potential hazards;
 - neighboring property values; and
 - the future development and enjoyment of neighboring properties.

If warranted in response to any potential impacts, describe any design solutions that will be implemented or other efforts you plan to undertake to mitigate or eliminate potential negative impacts stemming from the granting of your requested variation(s).

5. Describe **available alternatives** you considered to the variation(s) you have requested, and explain why each alternative is not considered viable. Your response must identify why the plan selected is the only viable option.
6. Economic impacts can be considered by the Zoning Board of Appeals, however economic impacts alone do not provide sufficient grounds for approval or denial of any variation request. Explain what, if any, **economic impact** you would incur if the requested variation(s) were to be denied.